

# STATE OF COLORADO

Bill Ritter, Jr., Governor  
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## \*\*\*CDPHE-CACFP PROCEDURE MEMO 08-03\*\*\*

**Date:** June 2008

**To:** Responsible Principals and Individuals of Institutions Sponsoring Head Start Sites or Child Care Sites with Head Start Classrooms

**From:** Colorado Department of Public Health and Environment (CDPHE)  
Child and Adult Care Food Program (CACFP)

**Subject:** **Extension of Automatic Eligibility for Free CACFP Meal Benefits to all Children Enrolled in Head Start**

Effective December 12, 2007, The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134), signed by the President, amends the Richard B. Russell National School Lunch Act (NSLA) to expanded eligibility for Free meals to all children enrolled in Head Start without further application (Income Eligibility Forms) or eligibility determination. Institutions may claim all reimbursable meals served to children enrolled in Head Start at the Free rate.

Institutions that sponsor Head Start sites or child care sites with Head Start classrooms may submit revised claims for those children enrolled in Head Start that were not previously eligible for Free meals. Institutions may revise claims dating back to December 12, 2007. Please submit all revised claims using the CACFP Web-based System no later than September 30, 2008.

The authorized representative submitting the revised claims on behalf of the Institution may encounter the late revised claim error message for some claims upon submitting them in the CACFP Web-based System. If this occurs, contact Audrey Christensen, CDPHE-CACFP Fiscal Administrator, by email at [Audrey.Christensen@state.co.us](mailto:Audrey.Christensen@state.co.us). In the message, state the purpose of the claim revisions and request resolution of the claim errors. Include the full name of the Institution and the Agreement Number.

As a result of this amendment, the CDPHE-CACFP no longer requires Institutions to maintain Income Eligibility Forms (IEFs) to document eligibility for Free meals for children enrolled in Head Start for future claiming months or for meals claimed back to December 12, 2007. Retain all appropriate documentation for 3 years and 4 months to support eligibility for meals claimed prior to December 12, 2007. Head Start sites and child care sites with Head Start classrooms must maintain a list of children enrolled in the Head Start program each month, signed by a Head Start representative. Institutions must also maintain enrollment records for these children.

Please contact the CDPHE-CACFP office at (303) 692-2330 with any questions that may arise.